

Tasking Memorandum No. 00-210

Memorandum For DCMDs

Subject: Mission Management Review (MMR) Reporting of Facilities Space Utilization Goal (TASKING)

Date: May 8, 2000

Suspense Date: May 12, 2000

Target Audience: District Process Champions

Requirement(s):

- This memorandum modifies the method of reporting excess space utilization (square feet per person) at **CMOs**.
- Each DCMA facility is expected to operate at a space utilization goal of 130 square feet per person. For facilities that exceed this space utilization rate, **CMOs** and Districts are expected to submit a plan with milestones describing how they will reach the goal.
- Each District will report the following results for the next MMR:
 - Title: 2.1.9 – Reduce Usable Space to 130 sq ft per person
 - Performance Goal Description: Reduce usable space at non-contractor locations
 - FYOO Goal/Target: Reduce number of facilities that exceed 130 sq ft per person or have an approved waiver in place (by location)
 - FYOO – 2nd Quarter Results:
 - Total number of facilities in the District:
 - Number of facilities with a “waived” code such as:
 - ⇒ WP = Waived; corrective action pending lease expiration
 - ⇒ WD = Waived; **DoD** space
 - ⇒ WC = Waived; **DoD** space with negligible cost
 - ⇒ WE = Waived; Economic/special circumstances
 - Number of facilities out of tolerance (not including “waived” facilities):
 - Number of facilities out of tolerance that will be able to meet the goal by the end of the year: TBD, Supplemental Metric in Development for 3rd qtr
 - Rating: Not Rated
 - Description of Progress to Date:
 - Prediction of EOY Status/Position: crating, anticipated problems>

Point of Contact for Further Information:

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